

# SEMP COMPLIANCE QUESTIONNAIRE

## Element 2: Safety and Environmental Information

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Additional Information about Auditee and Audit Site:

Auditors:

No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
1	P	Does the management program require that a compilation of safety and environmental information be developed and maintained for the subject facility? <b>Example Expectation:</b> 1. Written plan that requires a compilation of information for each offshore facility and spells out what information to collect and retain.		RP 75, 2.1	

Question Codes: F -- Facility Related; P -- Program Related; B -- Facility and Program Related.  
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2	P	<p>Does the management program require that documentation be retained on process and mechanical design?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. A written plan requiring that a compilation of process and mechanical design information be made and spelling out what information to collect and retain.</li> </ol>		RP 75, 2.1	
3	P	<p>Does the management program require that process, mechanical, and facilities design information be retained for the life of the facility?</p> <p><b>Example Expectation:</b></p> <ol style="list-style-type: none"> <li>1. A written plan requiring retention of the above design information for the life of the facility.</li> </ol>		RP 75, 2.1	
4	P	<p>If the management program allows common documentation for simple or nearly identical facilities within the same field, does it require that site specific differences be addressed?</p> <p><b>Example Expectation:</b></p> <ol style="list-style-type: none"> <li>1. A written plan addressing site-specific differences in common information.</li> </ol>		RP 75, 2.1	

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5	P	Is process design information included in the program (refer to question 5, items a, b, and c)? <b>Example Expectation:</b> 1. On-site field verification that information, as required by the written plan, is available.		RP 75, 2.2	
a	F	a. Simplified process flow diagram (safety flow diagram or simplified P&ID, or equivalent).		RP14J, 6.2.1; 30 CFR 250	
b	F	b. Acceptable upper and lower limits for temperature, pressure, flow, and composition, where applicable.		RP 75, 6.2.2.1; 30 CFR 250	
c	F	c. Process design material and energy balances, where available. (If unavailable, has this information been developed in sufficient detail to support the hazards analysis?)  <i>(Note: Information of this type is typical for facilities more complicated than the normal oil and gas production platform, i.e., cryogenic and LNG facilities. For normal production facilities, such information is not required.)</i>		RP 75, 2.2.2; RP14J, 6.2.2	

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6	P	Does the management program require that mechanical and facilities design information be documented? <b>Example Expectation:</b> 1. On-site field verification that information, as required by the written plan, is available.		RP 75, 2.1	
a	F	a. Piping and instrument diagrams (P&IDs), or equivalent.		RP 75, 2.3.1	
b	F	b. Electrical area classification drawing.		RP 75, 2.3.1; RP 500; 30 CFR 250	
c	F	c. Equipment arrangement drawings (layout).		RP 75, 2.3.1; 30 CFR 250	
d	F	d. Basis for relief valve sizing information.		RP 75, 2.3.1, 6.2.1	

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No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
e	F	e. Description of alarm, shutdown, and interlock systems (RP 14C safe chart).		RP 75, 2.3.1; RP14C; 30 CFR 250	
f	F	f. Description of well control system (RP 14C safe chart).		RP 75, 2.3.1; RP14C; 30 CFR 250	
g	F	g. Fire protection and safety equipment information (station bill or safety equipment layout drawing).		RP 75, 2.3.1; RP14C; 30 CFR 250; 33 CFR 146. 130	
h	F	h. Emergency evacuation procedures (station bill, USCG approved emergency evacuation plan).		RP 75, 2.3.1; 33 CFR 146.130; 33 CFR 146.140	
i	F	i. Material safety data (material safety data sheets for all chemicals and process fluids).		RP 75, 2.3.1	

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No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
7	F	If a MOU is in use by the operator, does the management program require that it conform to the applicable requirements of the flag state and classification society (International Load Line Certificate, USCG Certificate of Inspection, IMO MODU Code Certificate, or International Oil Pollution Prevention Certificate)?		RP 75, 2.3.2	
8A	F	Was the facility designed consistent with the applicable consensus codes and standards in effect at the time it was built? If YES, skip No. 8B; if N/A answer No. 8B below. <b>Example Expectation:</b> 1. Evidence of suitability such as RP 14C review, relief analysis, hazards analysis, etc.		RP 75, 2.3.3	
8B	F	If code or standard conformance cannot be verified or does not exist, is suitability of design for intended use documented? <b>Example Expectation:</b> 1. Suitable engineering analysis or documented successful prior operating experience.		RP 75, 2.3.4	

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No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
9	F	<p>Was the consideration of human factors included in the design of new facilities or major modifications?</p> <p><b>Example Expectation:</b></p> <ol style="list-style-type: none"> <li>1. Suitable evidence in the form of a human factors study or human factor assessments embedded in the design reviews or hazards analyses for the facility.</li> </ol>		<p>RP 75, 2.3.5; ASTM F1166-95</p>	